

CADD®-Solis Send Library to Pump Guide

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For use with the CADD™-Solis Medication Safety Software - Administrator 3.1 and the CADD®-Solis v3.0 Ambulatory Infusion Pump.

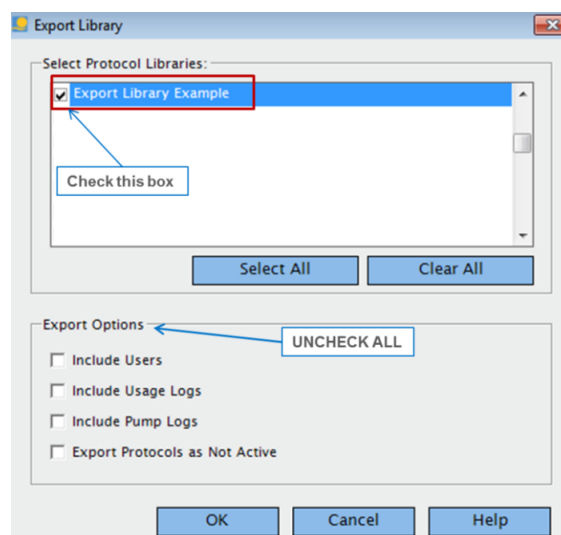
This information is provided to you as a guide. For more detailed information, refer to the CADD™-Solis Medication Safety Software – Administrator 3.1 help menus and the CADD®-Solis v3.0 Ambulatory Infusion Pump Operator's Manual.

EXPORTING A PROTOCOL LIBRARY

CADD-Solis Database Not on a Server

If the CADD™-Solis Database is not on a server and the computer that will be used to send the library to pumps is a different computer than the one used to create the Protocol Library, you will need to export the library file and then import the file into the application of desired computers (e.g. biomed).

1. Ensure that all protocols in the library desired to send to a pump are **Active** (viewable on the *Specify Protocols* tab).
2. From the menu bar, select **File > Export Library**.
3. Click to select the Protocol Library you want to export.
4. **Uncheck** all *Export Options*. Click **OK**. **Note:** Protocols marked as Not Active cannot be sent to a pump.
5. In the *Export Library To* dialog box, select the **Save In** location, enter the file name you wish to create for the exported library(s), select a location to save the file, and then click **Save**. The library is saved as a *.smd file.
6. When the export is complete, you will see a message informing you that the Export was successful, click **OK**. Repeat these steps each time you want to send a new/updated library file.



CADD-Solis Database on a Server

If the CADD™-Solis Database is connected to your facility's server, it is not necessary to export the library.

IMPORTING A PROTOCOL LIBRARY

CADD-Solis Database Not on a Server

If the CADD™-Solis Database is not on a server and the computer that will be used to send the library to pumps is a different computer than the one used to create the Protocol Library, the file will need to be imported into the application of desired computers (e.g. biomed).

Note: Only users with the *System Administrator* permission have access to import a library file. If the user does not have this permission (e.g. biomed is set up with *Send Libraries* only), a user with *System Administrator* (e.g. admin user ID) will need to import the library file.

1. From the menu bar, select **File > Import Library**. Select **Import from File** and then click **Browse** to search for the correct file that you wish to import into the software (*.smd).
2. If not already logged in, enter a valid **User ID** and **Password** in *Verify Permissions*. Select **Get Library List**. Within the *Select Protocol Libraries* box, add a **check** in the box next to the libraries you wish to import.

3. **Uncheck** all *Import Options*. Click **OK**. When the import is complete, you will see a message informing you that the import was successful, click **OK**. Repeat these steps to import the library onto each desired computer that uses the CADD™ -Solis Administrator. **Note:** Protocols marked as Not Active cannot be sent to a pump.

Note: Import options will not be available if the source database file does not contain the applicable data. For example, if the library was exported with protocols marked as NOT ACTIVE, protocols will not be available to import as ACTIVE. If this occurs, re-export the library file making sure to UNCHECK all export options.

CADD-Solis Database on a Server

If the CADD™ -Solis Database is connected to your facility's server, it is not necessary to import the library.

SENDING A PROTOCOL LIBRARY TO A PUMP

Library Permissions

Once the library file is imported into the software, the next step is to give library permissions to the User IDs that will be used to send the library to pumps.

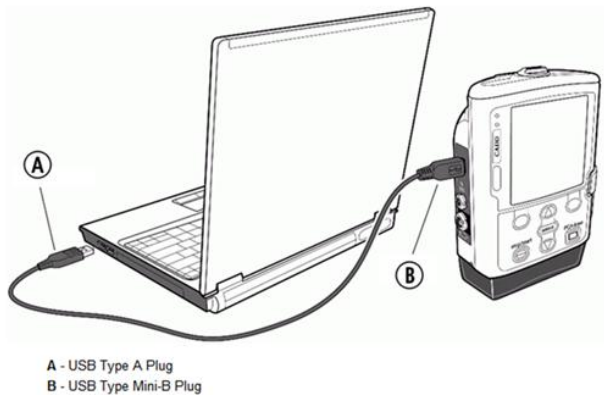
In Library	User ID	Send Protocols	Send Libraries
☒	admin	☒	☒
☒	biomed	☐	☒

1. Go to **Settings > User Accounts > Library Permissions**.
2. From the **Library Name** drop-down list, select the Protocol Library to which you want to grant permission.
3. For each user you want to grant permission, click to check the **In Library** box then click **Save**.

USB Cable Connection

When the PC is connected via USB cable to a CADD®-Solis (Model 2100, Model 2110) pump, the CADD™ -Solis Administrator can be used to send a Protocol Library to the pump; it can also be used to get pump history which allows pump reports to be viewed and stored in the application.

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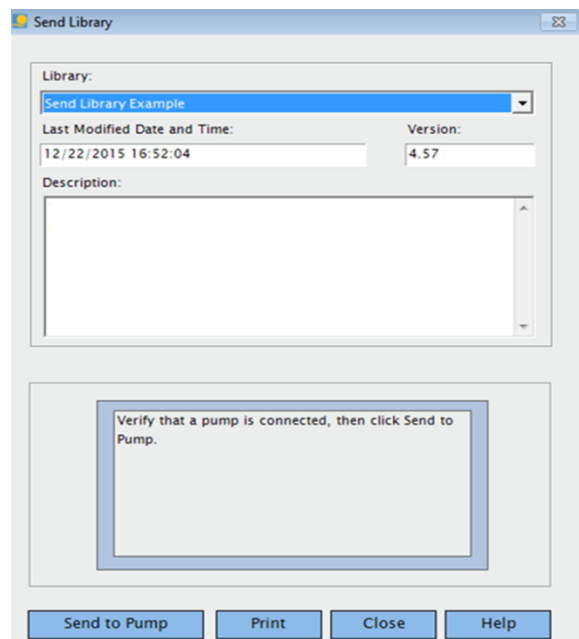
USB cable requirement: Standard USB cable, Type A to Mini-B; may be purchased at a computer supply store.

Note: Do not use a cable that is longer than 6.5 feet. Exceeding this length may increase the pump's susceptibility to external electromagnetic interference.

Send Library

In order to send a library to a pump, **(a)** the user **MUST** be given library permissions to the library and **(b)** the library **MUST** contain at least one active protocol. If these two requirements are not met, the user will not be able to send a Protocol Library.

1. Connect the pump to the computer and ensure that the pump is powered on and stopped. **Note: The pump must be on the home screen.**
2. Select **Pump Communications > CADD®-Solis Pumps > Send Library**. If not already logged in, you are prompted to enter a User ID and Password to proceed.
3. Select the Protocol Library from the drop down that you want to send to the pump. **Note:** Only Protocol Libraries that contain active protocols that the logged-in user has permissions to will be available.
4. Click **Send to Pump**. A message will display in the blue-outlined box letting you know the status of the download. **Note:** If Send to Pump is not available to select after the pump is connected to the computer, try connecting the USB to a different USB port. If Send to Pump is still not available, contact Smiths Medical Application Support.
5. As desired, repeat the process for the remaining pumps. Click **Close** when finished.

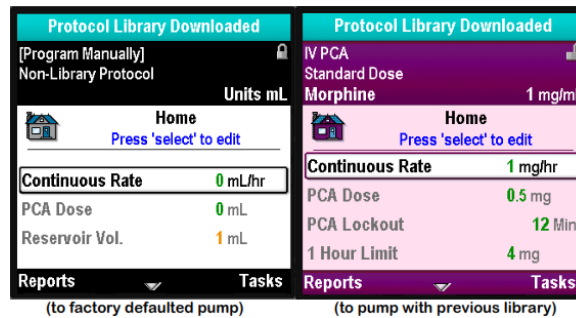


WARNING: Always carefully review the library on the pump after it has been downloaded to verify that the pump is programmed correctly. Failure to do so could result in undesired programming of the pump and, depending on the type of Drug being administered, death or serious injury to the patient.

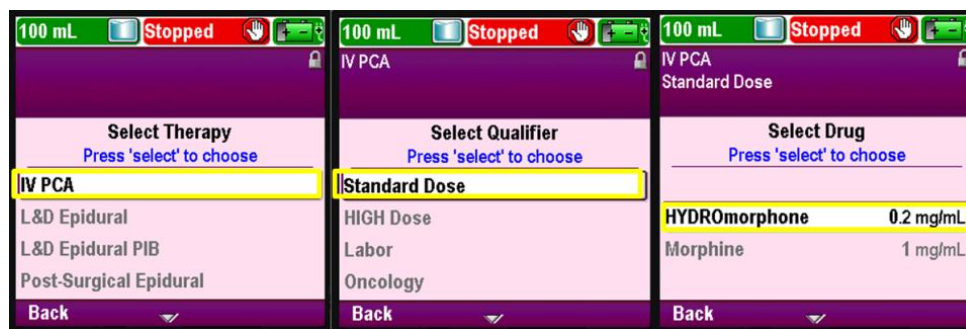
Activating a New Protocol Library on the Pump

After a Protocol Library is downloaded, the previous library will remain on the home screen. To begin using the NEW library, you must go to **Tasks > Start new patient or Start new protocol, same patient**.

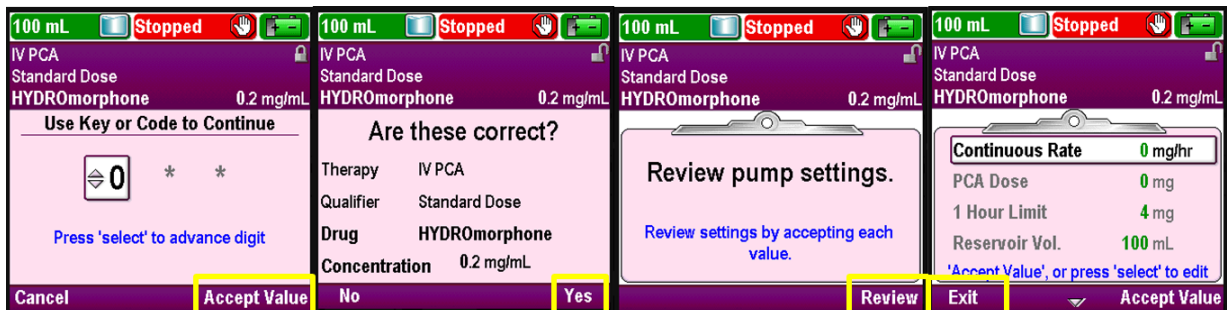
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1. If the pump remains on, select **Tasks** > **Start new patient**. If the pump was powered off after the library was sent, power on pump and select **Yes** to the question “Do you want to start a new patient”. Select any Therapy/Qualifier/Drug. **NOTE:** You must select a custom protocol, do NOT select Program Manually.



2. Enter one of the three **security codes**. If no library on the pump = default codes; otherwise see your pharmacy software administrator for the customized codes. Select **Yes** to the question “Are these correct”. Wait for the Programming screen to complete, then on the “Review pump settings” screen, press **Review** to get to Review screen, and then press **Exit** to go to the Home Screen.



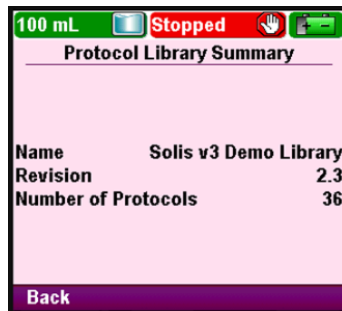
3. Press **Tasks**, and then press **Lock Keypad**. The pump is now ready for use with the NEW Protocol Library.



Verification of Library Sent to Pump

CADD®-Solis Pump: Protocol Library Summary Report

Select **Reports > Protocol Library Summary**. The screen will then display the name of the protocol library, the version number (revision), and the number of protocols in the library.



CADD™-Solis Administrator Software Log Reports: Libraries Sent to Pump

Log Reports are application-specific reports from the database. Users with the *Protocol Administrator* permission may access these reports. The *Libraries Sent to Pump* report documents Protocol Libraries that were sent to the CADD®-Solis Pumps and contains User ID, date/time, pump serial number, library name, revision, and the last modified date.

1. From the menu, select **Log Reports > View Log Reports**.
2. Use the drop-down menus to select **Libraries Sent to Pump**.
3. Make filtering selections and then click **Show Report**. From the *View Log Reports* window, you can print or export the report (Microsoft® Excel® or PDF) using the icons on the toolbar.

